ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

6000.49

4/14/95

SUBJ: REGIONAL TRACKING PROGRAM

1. PURPOSE. This order establishes the Regional Tracking Program (RTP) as the primary management software system used by the regions and Aeronautical Center for internal budget preparation, planning, resource estimating, project tracking, and upward reporting on facilities and equipment (F&E) projects from inception through capitalization. This order establishes the RTP as the primary management software system used by the Technical Center for F&E budget preparation and submission. In addition, this order describes the subsystems comprising the RTP and the management and oversight organizations responsible for the program.

2. DISTRIBUTION. This order is distributed to the division level within Airway Facilities, Office of Communications, Navigation, and Surveillance Systems, Office of Acquisitions, Air Traffic Service, Office of Budget and Accounting, Office of Aviation Policy and Plans, Office of Information Technology, and the Office of System Architecture and Program Evaluation in Washington headquarters; to the director level at the Aeronautical Center and the FAA Technical Center; to the branch level in the regional Airway Facilities divisions.

3. BACKGROUND. The RTP, formerly known as the Regional Project Management System (RPMS), consists of a set of software and hardware tools designed to automate the F&E project life-cycle management functions. The F&E project life cycle encompasses planning, budgeting, financial control, procurement, scheduling, engineering, construction, installation, and capitalization. These functions include activities such as estimating resource requirements, submitting budget requests to the Office of Budget, authorizing and assigning projects, identifying project tasks and milestones, determining material required, cost tracking, and reporting on facilities commissioned. The F&E Reporting System (FERS), the F&E Manpower System (FEMS), and many regionally developed programs were used to manage the F&E processes before the development of the RTP subsystems. The RTP subsystems replace these systems and provide a set of uniform definitions and procedures for managing F&E projects.

4. RELATED PUBLICATIONS. See Appendix 1, RTP Reference Documents, for publications that relate to this order.

Distribution: A-W(AF/ND/SU/AT/BA/PO/IT/SD)-3; A-YZ-1; A-X(AF)-3

Initiated By: ANS-100

5. SCOPE. This order assigns responsibilities for maintaining various project related data and procedures in accordance with user guides and manuals. Additionally, the order requires the submission of specific information to headquarters periodically.

6. RESPONSIBILITIES.

a. Primary. The RTP is managed by the NAS Planning and Support Division, ANS-100. ANS-100 will provide overall program direction; coordinate requirements and specifications with users; call technical review and user meetings; assign development priorities; publish manuals, guides, and other documentation; and establish and administer contracts to provide software and hardware to support the program.

b. Headquarters.

(1) The Program Control Branch, ABU-320, is the office of primary responsibility (OPR) for the contents, schedules, and procedures concerning the F&E program budget software.

(2) The Financial Management Division, AFZ-400, is the OPR for establishing direct F&E staffing requirements. AFZ-400 is jointly responsible with ABU-320 and NAS Programming and Financial Management, F&E Division, ASD-310, for establishing the F&E budget information system requirements.

(3) The Telecommunications Support and International Communications Division, AOP-600, is the OPR for the inclusion of telecommunications management and operations (TM&O) resource requirements applicable to TM&O work. All requirements for the TM&O portion of the budget software are the responsibility of AOP-600.

(4) F&E program offices will enter or provide program budget request submissions, budget validations, and project material list modifications.

c. Regions and Centers. Each regional Airway Facilities (AF) division, the Aeronautical Center (AMP), and the FAA Technical Center (FAATC) shall use the RTP relevant application software and follow the coding standards outlined in Appendix 2, RTP Coding Standards; Appendix 3, RTP Standard Activities; and Appendix 4, Facility Coding.

7. COMMITTEES.

a. General. The RTP application software is being developed and implemented in accordance with the requirements and specifications of the F&E users in the regions, centers, and headquarters. The RTP Executive Program Committee, the headquarters and regional RTP users groups, and the National RTP Technical Committee are established to provide a forum for the F&E users. The committees may review issues and recommend actions in

the areas of program requirements, specifications, procedures, processing, reporting, and standardization.

b. RTP Executive Program Committee. This committee will be chaired by the manager of ANS-100. The committee will be made up of management representatives from four to six regional AF divisions. This group shall be responsible for setting the procedures for regional submission of F&E staffing requirements, establishing a charter, for reviewing issues raised by the regions concerning the RTP, for advising the program office on policy and procedures, and for creating an environment in which the regions can obtain the most benefits from the RTP. The committee shall establish a standing sub-committee to review requests for regional data submissions. This sub-committee of three regional and one program office representatives shall determine if RTP can provide the required data.

c. National RTP Technical Committee. This committee is made up of RTP software users who will provide the RTP with technical advice and evaluations. The committee shall consist of two representatives from each regional AF division. There will be one representative from the Aeronautical Center, AMP-1A, the Resource Management Service (ACM) at the FAATC, AOP-600, AFZ-400, ABU-320, and ASD-310. The committee shall meet at least annually. The committee, by majority vote, shall select a chairperson and vice chairperson to serve for 18-month terms. The chairperson shall serve as the point-of-contact on a day-to-day basis for the program office. The technical committee may establish subcommittees to define hardware and software requirements, review functional specifications, and evaluate application software deliveries.

d. Headquarters RTP Users Group. A committee of headquarters users of the F&E program budget, project schedule and status data, and headquarters financial planning software is established. This committee shall provide headquarters user requirements, advise the RTP on procedures and review application software. The committee will consist of representatives from ANS-100, AFZ-400, ABU-310/320, ASD-310, AND-1, AUA-1, and F&E program office. ANS-100 will chair and call the meetings.

e. Regional RTP Users Groups. Because the RTP sponsored software serves a broad range of F&E and maintenance requirements including Airway Facilities and Air Traffic training requirements, each region shall establish a RTP users group which includes representatives from all impacted branches and divisions. The users groups shall define regional user requirements and review specifications. The regional users groups shall meet at least once every 2 months.

8. CONFIGURATION MANAGEMENT. ANS-100 shall develop and implement configuration management procedures and software for controlling

changes, enhancements, corrections, and modifications to RTP software and documentation. The National RTP Technical Committee shall review and make recommendations concerning the configuration management procedures and software.

9. PROCEDURES. The documents listed in appendix 1 define the RTP procedures. These documents and procedures are incorporated and made part of this order by reference.

10. SUBMISSION REQUIREMENTS. Each region, center, or program covered by this order shall use the RTP application software tools for the following:

REQUIREMENTS	SUBSYSTEM	ORGANIZATIONS	FREQUENCY
Submit F&E budget data.	Regional Budget Module	Regions, Centers, F&E Program Offices	Annually (January/ February)
Submit tele-communications budget data.	Regional Budget Module	Regions, Centers	Annually
Validate F&E budget submissions, adjust projects.	Budget Module	F&E Program Offices	Annually
Review and correct national stock numbers and project material list prototypes.	Budget Module	F&E Program Offices	Annually
Submit F&E project lists for staffing estimates.	Regional Project Management	Regions	Annually (February/ March)
Provide major end-item equipment delivery dates and related data.	National Delivery Forecast Module	F&E Program Offices/Regions	As changes occur
Submit major milestones and costs on projects.	Project Schedule/ Status Data	Regions	Monthly

REQUIREMENTS	SUBSYSTEM	ORGANIZATIONS	FREQUENCY
Submit financial planning reports including obligation plans, fiscal status reports, expiring funds report, reprogramming actions and basic fiscal plans.	Financial Planning and Control	Regions	As required when RTP phase III is implemented
Submit requests for software changes, obtain status detail and document changes.	Configur-ation Management	Regions, Program Office	As required

11. STANDARDS. Appendixes 2, 3, and 4 are incorporated by reference into this order. They establish the RTP standards of data usage for project management.

Joaquin Archilla
Director of Airway Facilities

APPENDIX 1. RTP REFERENCE DOCUMENTS

1. SOFTWARE. The relevant commercial off-the-shelf software manuals and RTP application manuals will be listed in the RTP Configuration Management System. The application manuals listing will include the latest version number.

2. ORDERS. All orders are latest edition.

a. Order 1375.4, Standard Data Elements and Codes, Facility Identifications, and Supplemental Standards. This order prescribes facility identification codes and explains supplemental codes used in facility related data systems, and contains criteria for the establishment and use of codes.

b. Order 4650.7, Management of NAS F&E Project Material. This order establishes objectives, principle responsibilities, and informal procedures for the management and control of project material required in the establishment and modification of facilities in the NAS.

c. Order 6000.5, Facility, Service, and Equipment Profile (FSEP). This order describes the FSEP and provides instructions for updating. It also describes annual evaluations required to ensure the accuracy of the FSEP data.

d. Order 6030.45, Facility Reference Data File. This order prescribes the requirements for the establishment and maintenance of a facility reference data file (FRDF) for each airway facility covered by FAA Forms 6030-1 or 6030-2, Facility Maintenance Log. It also establishes the requirements for joint acceptance inspection (JAI) and for collecting and recording facility, system, and equipment technical reference data.

APPENDIX 2. RTP CODING STANDARDS

1. PURPOSE. The following standards shall be used throughout the FAA for encoding the resource data (personnel) of all RTP subsystems, applications, and modules. The coding structure described in this standard shall be used in order to provide maximum flexibility, minimum code size, and ease of understanding.

2. STANDARD FOR THE SEVEN-POSITION RESOURCE FIELD.

a. The specific fields are:

POSITION 1-4	=	RESOURCE TYPE
POSITION 5	=	RESOURCE FUNDING CHARACTER (COST CLASS)
POSITION 6	=	SPECIAL USE CODE
POSITION 7	=	EXPERIENCE/EDUCATION LEVEL

b. The resource field must meet the following additional requirements:

(1) Position 1 through 5 must be used.

(2) If position 5 contains an alpha character (because the resource is not funded by F&E), position 6 must be used to give source.

(3) If position 5 contains a cost class; i.e., 0-9, position 6 is used only if the labor source is provided by other than F&E.

(4) Position 7 use is optional.

(5) All NAS Implementation Support Contract (NISC) resources will use a minimum of six positions.

3. POSITION 1 THROUGH 4 = AUTHORIZED RESOURCE CODES. The following table lists authorized resource codes. Requests for additions or deletions to this list must be made through ANS-100.

4. ENGINEERING AND TECHNICAL SKILLS.

AUTE	-	AUTOMATION ENGINEERING
DRFD	-	DRAFTING (ALL)
CIVE	-	CIVIL ENGINEERING
COME	-	COMMUNICATIONS ENGINEERING
CONS	-	CONSTRUCTIONS SUPPORT
ELCE	-	ELECTRICAL ENGINEERING
ELTE	-	ELECTRONIC ENGINEER
INST	-	INSTALLATION TECHNICIANS
MECE	-	MECHANICAL ENGINEERING
NAVE	-	NAVAID ENGINEERING
RADE	-	RADAR ENGINEERING
RESE	-	RESIDENT ENGINEERING
TORS	-	TECHNICAL ONSITE REPRESENTATIVE

APPENDIX 2. RTP CODING STANDARDS (CONTINUED)

AUTT	-	AUTOMATION TECHNICIAN
COMT	-	COMMUNICATION TECHNICIAN
TELS	-	TELECOMMUNICATIONS SPECIALIST
NAVT	-	NAVAIDS TECHNICIAN
RADT	-	RADAR TECHNICIAN
SYSE	-	SYSTEM ENGINEER
SWES	-	SOFTWARE ENGINEERING SPECIALIST
AFSS	-	AIRWAY FACILITIES SOFTWARE SPECIALIST
ESUE	-	ENVIRONMENTAL ENGINEER
ESUT	-	ENVIRONMENTAL SUPPORT SPECIALIST

5. PROGRAM SUPPORT SKILLS.

MAGR	-	MANAGER (NISC)
ADMA	-	ADMINISTRATIVE ASSISTANT
PLAN	-	PLANNER
HRAY	-	HUMAN RESOURCE ANALYST
CMPA	-	COMPUTER ANALYST
IDHS	-	INDUSTRIAL HYGIENE SPECIALIST
AFCO	-	AIRWAY FACILITIES COMPUTER OPERATOR
AADS	-	DOCUMENT CONTROL SPECIALIST
AFPC	-	AIRWAY FACILITIES PROJECT COORDINATOR
SECS	-	CLERICAL SUPPORT SPECIALIST
PRGA	-	PROGRAM ANALYST
SAFE	-	SAFETY ENGINEER
RAPM	-	REGIONAL ASSOCIATE PROGRAM MANAGER
LGSR	-	LOGISTICS SPECIALIST - REGIONAL OFFICE
LGSF	-	LOGISTICS SPECIALIST -FIELD OFFICES
AFOC	-	NAS ONSITE COORDINATOR
AFPM	-	AIRWAY FACILITIES PROGRAM MANAGER
AFTR	-	AIRWAY FACILITIES PROJECT TEST DIRECTOR
ADBM	-	AUTOMATION DATABASE MANAGER
CONM	-	CONFIGURATION MANAGEMENT SPECIALIST
TSKM	-	TASK AREA MANAGER
LADM	-	LAN ADMINISTRATOR
MISP	-	MANAGEMENT INFORMATION SPECIALIST
RESM	-	RESOURCE MANAGER

6. AIR TRAFFIC SKILLS.

ATPC	-	AIR TRAFFIC PROJECT COORDINATOR
ATSS	-	AIR TRAFFIC SOFTWARE SPECIALIST
CTRL	-	AIR TRAFFIC CONTROLLER
ATPR	-	AIR TRAFFIC PROJECT TEST DIRECTOR
ATAM	-	AIR TRAFFIC AREA MANAGER
ATPM	-	AIR TRAFFIC PROGRAM MANAGER

7. TRAINING SKILLS.

ATTR	-	AIR TRAFFIC TRAINING DIRECTOR
ATTS	-	AIR TRAFFIC TRAINING SPECIALIST
AFTS	-	AIRWAY FACILITIES TRAINING SPECIALIST

APPENDIX 2. RTP CODING STANDARDS (CONTINUED)

TRNF	-	AIRWAY FACILITIES TRAINING INSTRUCTOR
TRNT	-	AIR TRAFFIC TRAINING INSTRUCTOR

8. POSITION 5 = RESOURCE FUNDING CHARACTER. (Must be used).

a. Cost class numbers 0 through 9 will be used here if F&E is funding the work. This F&E funding must come from regional project or PCB&T funds to qualify to be assigned a numeric cost class.

0	-	ASSET/EXPENSE TRANSACTION
1	-	PLANTS ENGINEERING
2	-	ELECTRONICS ENGINEERING
3	-	CONSTRUCTION
4	-	INSTALLATION
5	-	FLIGHT INSPECTION
6	-	DRAFTING (OPTIONAL)
7	-	(Not Assigned)
8	-	(Not Assigned)
9	-	TSSC
A-Z	-	F&E WILL NOT ACCOMPLISH NOR FUND

b. Resource codes not qualifying for a numeric code (i.e. not doing regional direct project work) will be assigned an alpha character. The following is a list of alpha characters that are designated to be used for specific job areas. All other alpha characters may be regionally assigned.

N = PROGRAM SUPPORT (NISC)
REGIONAL SUPPORT MANAGER (NISC)
ADMINISTRATIVE ASSISTANT

A = AUTOMATION SUPPORT
RTP PERSONNEL (LAN ADMINISTRATOR and DATA BASE MANAGER)
OTHER REGIONAL AUTOMATION SUPPORT PERSONNEL

P = PROGRAM AND PLANNING SUPPORT
SUPPORT TO REGIONAL ASSOCIATE PROGRAM MANAGERS (RAPM)
TRANSITION PLANNING
STRATEGIC PLANNING
PROGRAM ANALYSTS
TRAINING SPECIALISTS

H = HAZARDOUS MATERIAL (HAZMAT) and OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) PROGRAM SUPPORT

E = ENGINEERING SUPPORT
COMPUTER-AIDED ENGINEERING GRAPHICS (CAEG) DRAFTSMAN
ENGINEERING SUPPORT TO
TELECOMMUNICATIONS (NON-F&E)
ENGINEERING SUPPORT TO MAINTENANCE OPERATIONS (OPS) AND SECTORS (NON-F&E)

APPENDIX 2. RTP CODING STANDARDS (CONTINUED)

L = LOGISTICAL SUPPORT
LOGISTICS SPECIALISTS
CONFIGURATION MANAGEMENT
NAILS
DEPLOYMENT READINESS REVIEW (DRR)

T = FACILITY TRANSITIONING SUPPORT
AIR ROUTE TRAFFIC CONTROL CENTER (ARTCC), AIRPORT TRAFFIC CONTROL TOWER (ATCT)/TERMINAL, GENERAL NAS (GNAS), OTHER AIR TRAFFIC SPECIALIST

M = TELECOMMUNICATIONS SUPPORT
LEASED INTERFACILITY NAS COMMUNICATIONS SYSTEM (LINCS)

S = SPECIAL PROJECTS
SOUTHERN CALIFORNIA TERMINAL RADAR APPROACH CONTROL FACILITY (TRACON)
POTOMAC PROJECT

9. POSITION 6 = SPECIAL USE CODE. Must be used if position 5 contains an alpha character. Can be used if position 5 contains a cost class [0-9] to show the source of resource if F&E is funding but not providing the resource.

A-J	-	OPEN FOR ASSIGNMENT BY REGIONS FOR REGIONAL USE
K	-	NOT ASSIGNED
L	-	MAINTENANCE OPERATIONS
M	-	TM&O
N	-	MANAGEMENT AND ADMINISTRATION
O	-	RESTRICTED-NOT TO BE USED
P	-	NOT ASSIGNED
Q	-	NOT ASSIGNED (FORMERLY NATIONAL TSSC PROJECTS)
R	-	REIMBURSABLE
S	-	TURNKEY CONTRACTOR
T	-	TSSC
U	-	NISC
V	-	ARCHITECTURE AND ENGINEERING (A&E) CONTRACTOR
W	-	DRAFTING CONTRACTOR
X	-	CORP OF ARMY ENGINEERS
Y	-	AIR TRAFFIC OPS FUNDED PERSONNEL
Z	-	AIRWAY FACILITY OPS-FUNDED PERSONNEL

10. POSITION 7 = EXPERIENCE/EDUCATION LEVEL. (Non-F&E resources only)

a. The individual must have a minimum of a 4-year college degree Bachelor of Science (B.S.), Bachelor of Engineering (B.E.), Bachelor of Arts (B.A.), or equivalent in an applicable field of study and must have 5 or more years of relevant experience.

b. The individual must have a minimum of a 4-year college degree B.S., B.E., B.A., or equivalent in an applicable field of study.

c. The individual must have more than 5 years of relevant experience.

d. The individual must have one to 5 years of relevant experience.

APPENDIX 3. RTP STANDARD ACTIVITIES

1. PURPOSE. This appendix lists the activities and milestones which are assigned standard activity descriptions, and defines the numbering scheme to be used when assigning sub-activity/milestone numbers. This appendix also defines which of the 23 NAS standard activities and milestones are designated as minimum requirements for national reporting, and which shall be used in the national prototype networks.

2. DEFINITIONS. To preclude any misunderstanding of terms in the Phase III system, the following definitions are listed. Since the Phase III system uses Prestige software as the heart of its project management system, most of the definitions are taken directly out of the Prestige user manuals.

a. Project. A large, complex task, comprising many smaller related activities. Projects may involve very routine operations that are performed repetitively but are usually either unique endeavors or similar jobs with changeable elements.

b. Project Management. The process of achieving the project objectives within certain constraints such as available resources (machines, people, materials), project deadlines, and budget restrictions. The goal of project management is to make the most effective use of available resources.

c. Activity. A specific work operation. Activities require the performance of tasks which consume both time and resources, and have specific start and end dates. Standard activities are those activities widely used in F&E projects and listed in paragraph 5 of this appendix. The numbers assigned to standard activities are reserved and shall not be used for any other activities.

d. Network. Defines the relationships between activities. The network forms the basis for a detailed project schedule.

e. Milestone. An event that occurs at a specific time, highlighting an important phase of a project.

f. Hammock. Made up of activities and milestones or groups of activities and milestones which summarize an activity or group of activities.

g. Network Analysis. Also known as time analysis or time scheduling. A structured forward pass through a network to calculate early dates at which activities can start and finish, and a backward pass to calculate the latest dates that activities can start and finish.

APPENDIX 3. RTP STANDARD ACTIVITIES (CONTINUED)

3. NUMBERING. In the Phase III system, the numbering scheme is designed to give maximum flexibility to the user for project management planning. The first six characters of the activity numbers are for the Job Order Number (JON), the next three digits of the activity number will identify the primary activity or milestone, and the last two digits the sub-activity/milestone. In the sub-activity/ milestone positions, the numbers "00" will always be associated with the prime activity number. In the conversion to the Phase III system, all existing two-digit activity numbers will be prefixed with the number "0." "00" will also be appended as the standard suffix. This change will allow the number of prime activities and milestones to be increased to 999., with each capable of having up to 99 sub-activities/milestones. For example, the Phase II activity "08" (Engineering, Civil) would be converted to "00800," with up to 99 additional sub-activities/milestones added as "00801" through "00899," all supporting activity "00800." This numbering scheme will give the regions and the national program offices the flexibility requested in assigning sub-activities and milestones.

4. NATIONAL ACTIVITIES ASSIGNMENT. The National RTP Executive Committee has assigned eleven standard activities to be used for national reporting and ten standard activities to be used with generic networks. These are:

a. National Reporting Activities. These activities are reported monthly to headquarters in the Phase III system.

Activity Number	Activity Name
00000	Project Assignment
01700	Material Avail Plant
02500	Site Preparation
03700	Telecomm Available
04100	Material Avail Elect
04600	Electronic Installation
06000	Operations Maintenance Training
07000	Air Traffic Controller Training
08000	Joint Acceptance Inspection (JAI)
08200	Commissioning
08300	Service Available

b. Generic Network Activities. Generic networks with resources with the activities listed will be available with the Phase III software for all major programs.

APPENDIX 3. RTP STANDARD ACTIVITIES (CONTINUED)

Activity Number	Activity Name
00000	Project Assignment
00800	Engineering Civil
01000	Engineering Electronic
01700	Material Avail Plant
02100	Construction
03700	Telecomm Available
04100	Material Avail Electronic
04400	Installation
08000	Joint Acceptance Inspection
08200	Commissioning
08300	Service Available

5. STANDARD RTP ACTIVITY AND MILESTONE LIST. The following are standard activities and milestones with their definitions:

Activity Number	Activity Name	Activity Definition
00000	Project assignment	The process which begins with headquarters funding available in the region ends with the project assignment to a section (includes necessary work accomplished by RAPM).
00300	Perform site survey	The process of selection and evaluation of potential sites for a project.
00400	Environmental assessment	Preparation and submission of the environmental assessment report or a Finding of No Significant Impact (FONSI) report.
00800	Engineering civil	Preparation of the civil engineering package, which may also include contract submission and award.

APPENDIX 3. RTP STANDARD ACTIVITIES (CONTINUED)

00900	Site selection/ acquisition	The process to conduct reviews, analyze test data, conduct cost/benefit studies, and approve a site selection.
01000	Engineering electronic	The process of preparing the engineering package which will cover all electronic equipment installation requirements.
01700	Material available plant	The date major plant system components are expected to be delivered to the installation location.
01800	Construction contract procurement	The process that begins when engineering submits the procurement request to the Contracts Division for processing and ends with contract award.
02100	Plant construction	The process of physical construction, starting with the Notice to Proceed, and ending with the Contractor Acceptance Inspection.
02200	Partial JAI	The joint acceptance between the responsible sector manager and the F&E installation office of a portion of the total project. Normally conducted at the completion of the plant construction.
02500	Site preparation	The process of preparing the facility area in order to begin installation of electronic equipment.

APPENDIX 3. RTP STANDARD ACTIVITIES (CONTINUED)

03700	Telecommunications	The planning and work availability necessary to provide functional telecommunications at the installation location.
04100	Material available electronic	The date major electronic system components are expected to be delivered to the installation location.
04400	FAA electronic installation/checkout	The process of performing the tasks associated with the installation and checkout of equipment by the FAA installation personnel.
04600	Electronic contractor installation	The time needed by a "turn-key" contractor to install a system or specific equipment.
04800	Electronic contractor test and acceptance	The process of testing the equipment installed by contractors and conducting the acceptance checks.
06000	Operations Maintenance Training	Projects the time required to train and certify the work force needed to maintain the finished facility
07000	Air Traffic Controller Training	Projects the time required to train and certify the AT work force needed to operate the new equipment or facility.

APPENDIX 3. RTP STANDARD ACTIVITIES (CONTINUED)

08000	Joint Acceptance Inspection (JAI)	The joint acceptance between the responsible sector manager and the F&E installation office to formally transfer a completed installation to the sector.
08200	Commissioning	The process that starts at JAI and ends with the commissioning Notice to Airmen (NOTAM) being sent by the accepting AF sector office.
08300	Service available	The process of returning a commissioned facility to service after the JAI is completed.
08500	Decommission/equipment removal	The process that starts with the decommissioning of a facility and finishes with equipment removal and documentation.
08800	Project complete/ capitalization	Used to show the end of a decommissioning project, this activity will also be used to show the completion of project capitalization.

APPENDIX 4. FACILITY CODING

1. The RTP will use the facility contractions as shown in Order 1375.4 as a common standard. There are certain exceptions. RTP users may use the facility type "Various" or "Miscellaneous" provided the facility is not turned over for maintenance. The F&E facility codes instrument landing system (ILS), microwave landing system (MLS), and visual navigational aids (VISAIDS) are still authorized as long as the specific facilities that make up an ILS, MLS, or VISAID are entered into the header record.

2. The following figures give the specific facility types that could be established under each of these specific headings. These project/facility relationships will also be added to the facility table and a validation routine will be initiated whenever a facility type is entered in the header fields. This will preclude erroneous entries.

3. In addition, a two-position field has been provided to accommodate a coding structure required by AOP-300 to show the specific action taken by the GNAS or ARTCC sector offices to dispose of equipment replaced in a F&E project. The AF sectors will be responsible for entering data in this field in the multi-user module.

FIGURE 1. STANDARD INSTRUMENT LANDING SYSTEM

ILS - Standard Instrument Landing System
(All components may not be required for individual systems.)

LOC (Localizer)	GS (Glide Slope)	OM (Outer Marker)	MM (Middle Marker)	IM (Inner Marker)
LMM (Compass Locator at MM)	LOM (Compass Locator at OM)	FM (Fan Marker)	LDA (Localizer Directional Aid)	

ILSP - Instrument Landing System-Partial

LOC (Localizer)	OM (Outer Marker)	LOM (Compass Locator at OM)

APPENDIX 4. FACILITY CODING (CONTINUED)

FIGURE 2. MICROWAVE LANDING SYSTEM

MLS - Microwave Landing System

MLSA (MLS Azimuth)	MLS (MLS Elevation)	MLSF (MLS Flare)	MLSBA (MLS Back Azimuth)
MLSD MLS Precision Distance Measuring Equipment			

FIGURE 3. VISUAL NAVIGATIONAL AIDS

VISAIDS - Visual Navigational Aids

ALS Approach Lighting System	ODALS Omni-Directional ALS	SALS Shortened ALS	MALS Medium-Intensity ALS without Sequence Flashers
SSALS Simplified Shortened ALS	SSALR SSALS with Alignment Indicator	RAIL Runway Alignment Indicator Lights	MALSR MALS with RAIL
REIL Runway End Identifier Lights	LDIN Lead-in Lights	GDL Guidance Lights	ARBCN Airway Beacon
VASI Visual Approach Slope Indicator	PAPI Precision Approach Path Indicator		